

# Apprenticeship101 TIP SHEET

## Curriculum:

### **Apprenticeship Orientation 101, Pre-assessment, Apprentice Expectations Handout**

- PowerPoint
- Introduction to apprenticeship and expectations/responsibilities

### **Apprenticeship Readiness: Workplace Communication, Teamwork & Collaboration**

- Activities, roleplaying, contextual application
- Workplace Communication & Listening
- Teamwork and Collaboration

**Apprenticeship** is an industry-driven, high-quality career pathway in which workers can obtain paid work experience, classroom instruction, and a transferable credential while job creators develop and prepare their future workforce. Apprenticeship is:

- A flexible training model that can be customized to meet the needs of every business and industry.
- A viable tool for the state to use to give Missourians the necessary skills to succeed.
- An affordable approach to training and education for the employer and the job seeker.
- An opportunity to earn a paycheck while learning from day one, reducing the potential to take on student debt.

Apprenticeship and work-based learning provides people with experiences and opportunities to develop skills that employers value.

Workers who complete apprenticeship programs earn an average of \$300,000 more over their career when compared to peers who don't.

Ninety-four percent of apprentices retain employment after completing an apprenticeship program.

Apprenticeship programs are distinguished from other types of workplace training models by several factors:

- Apprentices are paid by their employers during training;
- Apprenticeship programs provide on-the-job learning and job-related classroom training;
- On-the-job learning is conducted in the work setting under the direction of a mentor(s); and
- Training results in an industry-recognized and portable credential.

Visit [https://dhewd.mo.gov/apprenticeship\\_missouri.php](https://dhewd.mo.gov/apprenticeship_missouri.php) to access the Apprenticeship Missouri Playbook and Toolkit.

## **Skills that an Apprentice Should Have**

- Willingness to learn
- Good work ethic
- Sincere interest in the opportunity
- Excellent attendance and punctuality
- Adaptability
- Teamwork
- Problem-solving

## Frequently Asked Questions

### 1. What occupations are apprenticeable?

The USDOL recognizes over 1,300 occupations as apprenticeable. These occupations cross over a variety of industries. New occupations can be requested by employers to the USDOL. <https://www.doleta.gov/OA/occupations.cfm>

### 2. Who operates Apprenticeship programs?

Every Apprenticeship program has a “sponsor”. The sponsor is responsible for the overall operation of the program. Sponsors can be a single business or a consortium of businesses. They can also be a range of workforce intermediaries, including an industry association or a joint labor-management organization. Community colleges and community-based organizations can also serve as sponsors for Apprenticeship programs. Regardless of who serves as the sponsor, apprenticeships are always employer-driven and employers are involved throughout the process.

Over 150,000 businesses have adopted Apprenticeship, including UPS, Ford Motor Company, the U.S. Military, Werner Enterprises, CVS/Caremark Pharmacy – and many others.

### 3. What is the earliest age that an individual can start as an apprentice?

Apprentices can begin as early as 16 years old and must be in pursuit of their high school diploma or equivalent. All workers under the age of 18 must obtain a work permit and the RA sponsor must ensure the program conforms to all federal and state child labor laws. Some exemptions to the child labor laws exist that allow apprentices to engage in necessary training. <https://www.dol.gov/whd/>

### 4. What are the basic qualifications for workers to begin a Apprenticeship program?

Each Apprenticeship program sponsor identifies the minimum qualifications to apply for a program. Program sponsors also identify additional minimum qualifications, such as education level and the ability to physically perform the essential functions of the job. All applicants are required to meet the minimum qualifications. Based on the selection method used by the sponsor, additional qualification standards – such as aptitude tests, interviews, school grades, or previous work experience – may be included for qualification. Apprentices can be new hires, or businesses can select current employees who need skill upgrades to join the apprenticeship program.

### 5. Can an apprentice earn college credit?

Many apprenticeship programs are linked to postsecondary credentials and the opportunity to earn credit toward a two-year or four-year degree. Some apprenticeship programs are sponsored by the training providers that offer articulated credit for apprenticeship experience.

### 6. Who pays for an apprenticeship?

Registered Apprenticeships are designed for the employer to invest in the training of the apprentice. There are many resources that can be tapped to fund the cost of apprenticeship training. Traditionally apprentices should exit an apprenticeship program with no debt.

### 7. What is the difference between an apprenticeship and an internship?

Apprenticeships are full-time employment combined with on-the-job learning and related classroom instruction. Internships are planned, structured learning experiences within a workplace that exist for a limited period of time. Some internships are paid and some are unpaid. All Registered Apprenticeships are paid and result in a USDOL credential.

## **8. How long are apprenticeship programs?**

The length of an apprenticeship program can vary depending on the employer, complexity of the occupation, industry, and the type of program. Apprenticeship programs range in length from one to six years. Many occupations have one- and two-year apprenticeships, such as home health aide, biller coder, and emergency medical technician.

## **9. Can Apprenticeship programs be used in both non-union and union workplaces?**

Yes. Apprenticeship is used widely across all industries in both union and non-union sponsored programs.

## **10. What does an apprentice receive upon completion of a Apprenticeship program?**

After completion of an apprenticeship program, the apprentice earns a nationally-recognized credential from the U.S. Department of Labor that is portable and stackable. This means that other employers in that industry will recognize its value and that the apprentice can build on its foundation to further his or her knowledge and education.

## **11. What is a pre-apprenticeship?**

Pre-apprenticeships are a great tool for people to prepare for apprenticeships and learn more about the field to make sure that it'll be a good match for them. They often include things like OSHA training, adult basic education, tutoring, financial literacy, and job shadowing. We're seeing an increase in pre-apprenticeships that are being developed across the state. Springfield and Joplin both have them in the construction trades, and there are pre-apprenticeships for CNA, painters, and cyber security in St. Louis. The biggest difference between pre-apprenticeships and apprenticeships is that the apprentice hasn't yet been hired and typically doesn't receive pay during the training period. All pre-apprenticeships are usually short in duration, typically 1-4 weeks long, must lead to, or be tied directly to a Registered Apprenticeship, and the costs are often covered by another comparable service.

## **12. Benefits for Business**

Apprenticeships provide benefits for business as well. Some of these benefits include: less turnover – 94% of apprentices stay employed, higher productivity, proven training model, structured training to meet an employer's specific needs, a pipeline of skilled workers, they are backed by recognized credentials, and include assistance and support from local and federal workforce partners. These are the reasons that more businesses are being drawn to apprenticeships as a potential solution for finding talent, especially if a business is having difficulty finding workers, and retaining them. These benefits also apply to apprentices. Less turnover indicates people are more satisfied with their job, they receive more training, and receive recognized credentials and sometimes even college credit. Apprenticeship represents a large return on investment for companies in higher production, and decreased waste and that ROI also impacts the surrounding community.

## **13. How can the workforce system use apprenticeship as a training strategy?**

The workforce system can incorporate apprenticeship programs in many ways, including:

- Assisting employers to recruit and screen apprentices
- Providing basic skills training or partner in pre-apprenticeship efforts
- Providing training funds for related instruction through Individual Training Accounts
- Developing customized and on-the-job training contracts with employers with apprenticeship programs
- Contributing supportive services, such as tools, books, and other supplies.